

SECTION II OVERVIEW

The Capital Improvement Project Management System focuses on the following four primary areas:

- 1) Pre-Qualification to bid: The initial step in determining who is eligible to compete for County construction projects begins with the pre-qualification of contractors. As outlined in Appendix A, an application has been developed for completion by perspective bidders. The pre-qualification requirements will ensure that perspective bidders meet the eligibility requirements for the project under consideration. Thus, improving the Owner's chances of receiving a quality product at the end of the job.
- 2) Bid process: Advertisement for bids must be in accordance with Florida Statutes and Bay County Purchasing Policies and Procedures Manual. While Bay County Purchasing Policies and Procedures Manual provides for selecting the most responsive bid, the following paragraph shall be included on all Notice to Bidder documents.

“There is no obligation on the part of the County to award the bid to the lowest bidder. The County reserves the right to award the bid to the bidder submitting a responsive bid and whose resulting negotiated agreement is most advantageous and in the best interest of Bay County, and to waive any irregularity or technicality in bids received. Bay County shall be the sole judge as to whether a bid and the resulting negotiated agreement is in the best interest of Bay County and the Board's decision shall be final.”

The primary strength of this statement provides for a “pre-award meeting”, whereby the Owner, Engineer and Contractor meet and review the most responsive bid to determine if it should be recommended for award. During this process, the Owner and/or Consulting Engineer/Project Manager will review and potentially negotiate on the identified bid and analyze the specific quantities and methods proposed by the Contractor/Contractors. This will help to ensure a clear understanding by the Contractor of the project scope and potentially minimize the opportunities for misinterpretations in the contract documents and limit the number of change orders.

- 3) Construction Process: The construction process must have accurate and clear contract documents as these documents become the basis upon which the project will be managed, constructed, and inspected. Specific and thorough construction documents, accurate record keeping and professional inspection services help to ensure a positive outcome of the project.
- 4) Project Summary: At the conclusion of the construction project, it is beneficial to conduct a review of the project to help identify strengths and weaknesses of the participating parties. During this process, the Owner grades the Consulting Engineer on the quality of the design and performance as the Construction Manager and the Contractor on the performance of their work (e.g. on time, within budget, change orders, etc.). The Engineer (Consulting or County) would grade the Contractor on their responsiveness, workmanship, project

management, and change orders. The Contractor would grade the Consulting Engineer on their responsiveness and design work. This three-way evaluation, or commonly entitled the "360° Evaluation Process," provides a basis upon which to determine which Consulting Engineers and/or Contractors provide the best quality workmanship for Bay County. Additionally, if an engineering firm and/or contractor continually performs below an established or expected threshold, this score card would provide the foundation upon which to disqualify poorly performing firm(s) from future consideration.